

## **Application Narrative for Child Welfare Services**

Please read the instructions before completing the application narrative. If you are proposing IL services please use the Application Narrative for CFCIP Services.

### **Item A: Problem/Needs Assessment**

#### **Item B: Target Population**

*Number of clients to be served:*

*Demographic Characteristics:*

*Geographic boundaries for the program:*

*Target Population from the Program Service Standards:*

#### **Item C: Program Objectives and Evaluation**

Objectives from the Program Service Standards:

The applicant agrees to complete program evaluations using the format and procedures as defined by the Department of Child Services.

#### **Item D: Program Description/Service Delivery Methods**

*In detailed chronological order, outline tasks, activities, and procedures for achievement of the program's objectives, and indicate those responsible for completion of tasks within the stated time frame.*

*Outline the proposed client system, client referral, and any client eligibility requirements, as well as methods of interagency coordination.*

*Outline in logical progression, the program activities in which clients will participate and/or services they will receive.*

*Describe client case record and program statistical data collection procedures.*

Client case records will include:

1. Client Demographics
2. Client needs/problems clearly stated
3. client specific goals/objectives clearly stated and shared with the client
4. Progress notes
5. Regularly scheduled progress reports to the DCS
6. Closing summary, clearly indicating client/family disposition

*Outline procedures for maintaining client confidentiality.*

*An outline of the format and content of the progress notes, reports and closing summary and the anticipated time-line for submitting these to the DCS is included in Attachment A.*

The services for which the proposal is being written may require the appearance of the provider in court or appeals hearing. As part of the service agreement the applicant acknowledges and agrees to appear if deemed necessary.

**Item E. Cultural Diversity and Competency of Staff**

**Item F: Staffing**

*Describe proposed staffing pattern for each program. Identify any staff positions which will be newly funded under this proposal.*

*Describe any training or development activities which will be given to staff for this program.*

*An organizational chart, job descriptions or resumes of all personnel assigned to the proposed program are included in Attachment B.*

**Item G: Agency/Applicant's Background, Facilities and Community Relationships**

*Describe your routine agency and staff performance evaluation process.*

*Facilities:*

*Community Relationship:*

*History of working cooperatively with DCS and/or other community based child serving organizations:*

The applicant acknowledges overall service coordination (case management) is the responsibility of the DCS. Also, any agency treatment activity, therapy, and service plan for a specific client/family will be compatible and consistent with the DCS case plan, informal adjustment or SRA.

**Item H:** Provide a statement regarding the agency's qualifications, certifications, or affiliations pertinent to providing this program.